

Procedure 1310.24
Issued: October 5, 2001
Effective Date: June 1, 2000

SUBJECT: Automated Licensing Systems - License 2000

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: To standardize Automated Licensing Systems acquired and used by state operating units (OU).

CONTACT AGENCY: Department Information Technology (DIT)
Office of Strategic Policy

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SUMMARY: When State OU's have requirements related to any implementation of Automated Licensing Systems, those needs shall be coordinated with the e-Michigan Office and the Department of information Technology , Research and Policy. The e-Michigan Office will review business consistency in electronic commerce licensing.

License 2000 from System Automation will be the standard product for all automated Licensing Systems. Any acquisition or implementation of licensing or related networks, systems, or applications, must include the utilization of the License 2000 product. The DIT, Office of Research and Policy will have responsibility for the technical assessment of such acquisitions.

APPLICABLE FORMS: None

PROCEDURE:

Background: Annually, State OU's issue 10 million occupational, professional, business, and environmental licenses and permits including vehicle, watercraft and hunting/fishing licenses. These OU's receive and track applications for licensure, verify credentials, process fees, issue licenses and take disciplinary action when necessary. Consistent with the enterprise strategy of supporting component-based development for common electronic commerce processes, System Automation's License 2000 was selected as the statewide Internet accessible component for licensing systems.

Maintenance:

DMB: Acquisition Services shall not approve any acquisition or purchase request without confirmation from the Department of Information Technology, Research and Policy that such request is in compliance with the standard.

Operational
Unit:

Any and all projects, consulting requests, equipment and software acquisition requests, or ITB's relating to licensing systems must include the use of the License 2000 product as the core component of the information technology licensing support process. Licensing system projects will be subject to review for compliance with this standard by the following:

- e-Michigan Office
- Department of Information Technology

DIT: The Office of Strategic Policy will review this standard on a continuing basis and make recommendations for changes. An appropriate group of staff, representing a wide-range of State Operational Units, will review and possibly revise these standards and guidelines as often as needed.

Exceptions from this standard for reasons other than those outlined above will be made through the exception handling process described in the Exception Process Template.

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